

LOCAL RULE 09 | GENERAL INFORMATION REGARDING E-ORDERS

1. Please see the following video on how to upload electronic orders ----
<https://www.youtube.com/watch?v=5HuTiOq9bno&feature=youtu.be>
2. Select Agreed Order, Or Proposed Order
 - a. If your selection in the proposed, or agreed order section does not give you a title relevant to your specific motion, please select agreed order, but you **MUST** change the title of the order from "Agreed" to what the title of your order is.
 - b. **Directions on how to change title:** once you are in the system and looking at the order, there is what looks like a subject line of an email, and that will say "Agreed Order". Delete that language and place the title of your order there.
3. No blank spaces are permitted.
4. Do **not** include the following in the **body** of the order: "Done and Ordered", the caption of the case, the title of the order, Judge's signature block, or the "copies furnished to". All of this information will be generated for you by CMS.
5. Please preview your order and ensure that the Judge's signature line is not left on a blank page. **Your order will be rejected.** Adjust the font size so the order is all on one page, or if the order is multipage, make sure there is language of the order on the page with the Judge's signature line)
6. At the very end, you will have the opportunity to upload your supporting documents/motions for the Judge to review. There will be a pop up box, press add-attachment, and add accordingly.
7. **Please note:** If you are using internet explorer, please use google chrome, as you will not be able to upload attachments otherwise.
8. Failure to follow the procedures will result in your order being rejected. If it is rejected, please read the reason included in your notification. Call the JA if you have any questions.
9. If you need assistance, please visit:
<http://www.17th.flcourts.org/index.php/self-help/eorders>
10. You may also email OSS Support at:
calendar@17th.flcourts.org, to get help with any questions



you may have. The JA may not be able to answer all technical support questions.

11. Any hard copies of orders submitted to chambers, unless directed by Court, will be returned unsigned.

